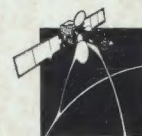# SOVAM TELEPORT *USA*

Guide to Services

SOVAM TELEPORT offices

Sovam Teleport *USA*
3220 Sacramento Street
San Francisco, CA 94115
Tel: (415)931-8500 or (800)257-5107
Fax: (415)931-2885

Sovam Teleport, Moscow
2a Nezhdanova Street
Moscow 103009, RUSSIA
Tel: (095)229-34-66, 229-92-58, 229-72-95
Fax: (095)229-41-21

Sovam Teleport, Vladivostok
10 Krasnogo Znameni
Vladivostok, RUSSIA
Tel: (4232)25-27-31
Fax: (4232)25-25-98

Sovam Teleport, St. Petersburg
Nevsky Prospekt, 30
St. Petersburg 191011, RUSSIA
Tel: (812)311-8412
Fax: (812)311-7129

Sovam Teleport, Kiev
Kutuzova, 18/7
Kiev 252133, UKRAINE
Tel: (044)296-4238

Teleport Minsk
16 Korolya St.
220060 Minsk, BELARUS
Tel: (0172)264-560
Fax: (0172)254-560

Lvnet Teleport
204 Brivibas St.
Riga LV-1039, LATVIA
Tel: (0132)55-25-39, 55-11-33
Fax: (0132)55-12-63

Sovam Teleport *USA*

Guide to Services

Contents

About this manual

This manual covers everything you need to know to explore and use efficiently the many features and services of Sovam Teleport's online network. We will be updating the manual periodically as we continue to expand and improve the network's features and services. The text of the most recent version of the manual will be available online.

While you may not have time now to read through this manual completely, keep it handy as a reference for any future questions you might have about the system.

A note about geo-political names

As participants in a joint Russian-American venture, we are acutely aware of the continuing changes occurring in the structure and nature of the former Soviet Union. In this manual we will be referring to the geo-political entities which now comprise the former Soviet Union as the Commonwealth of Independent States (CIS).

Introduction

What is Sovam Teleport?

In 1985, the San Francisco/Moscow Teleport and the Institute for Automated Systems in Moscow joined together to create the first direct telecommunications link between the CIS and the West. In March 1990, SFMT and IAS formalized their relationship by registering the first Soviet-American telecommunications joint venture, Sovam Teleport.

Since its inception, Sovam Teleport has provided electronic mail, online conferencing and translation services to its many customers throughout the world. In August 1991, we upgraded our network, adding a variety of new features such as additional online conferences, databases with full-text searching, and "live" chat sessions among Teleport subscribers. In January 1992, we introduced online information resources to support our subscriber needs, including publications, special conferences and databases.

More than just a computer network

Sovam Teleport provides its subscribers with much more than just a means to communicate. We have first-hand knowledge of the complications of working in the CIS, having operated a successful telecommunications joint venture in Moscow since 1985. Sovam Teleport serves the special communication and information resource needs of CIS-American commercial and non-commercial enterprises. Our experienced CIS and American staff assists our subscribers with all aspects of their communication needs. Sovam Teleport provides personalized service assistance including:

- Message delivery by phone, fax or post to subscribers who do not have Sovam Teleport E-mail accounts in the CIS (see the section on Deliverex Services).

- Equipment installation, training and maintenance in the Moscow, St. Petersburg, Vladivostok, Minsk, Riga, and Kiev areas.

- Technical support by e-mail and over the phone from all branches.

Where do I go for help?

Type "?" or "help"

The Sovam Teleport system gives you the opportunity to ask for help. If you need help with the network, enter a "?" at most online prompts for further instructions.

E-mail Sovam Teleport

If you are online, you can e-mail the Sovam Teleport staff. Send general inquiries to (usasupport) online. Or you may contact the following ID's directly:

USA

General Manager: (sovamusa)
Customer Support: (usasupport)
Technical Support: (usatech)
Sales: (usasales)
Accounting: (usabilling)

Moscow

General Manager: (sovammos@sovamsu)
Customer Support: (mossupport@sovamsu)
Technical Support: (mostech@sovamsu)
Sales: (auporin@sovamsu)
Accounting: (mosbilling@sovamsu)

St. Petersburg

General Manager: (sovamspb)
Customer Support: (spbsupport)
Technical Support: (spbtech@sovamsu)
Sales: (spbsales@sovamsu)
Accounting: (spbbill@sovamsu)

Vladivostok

General Manager: (sovamest@sovamsu)
Sales: (vic@stv.sovamsu)

Kiev

General Manager: (ukrain@sovamsu)
Sales: (ukrsales@sovamsu

Riga

General Manager: (riga@sovamsu)

Minsk

General Manager: (minskadm@sovamsu)

Ufa

General Manager: (profit@sovamsu)

Check the printed or online manual

Consult this manual or the online version of it, located in the "Announcements" section.

Call Sovam Teleport

If you need additional assistance, call or fax a question or comment to Sovam Teleport in San Francisco. The staff will be happy to help you.

Telephone: (800) 257-5107 / (415) 931-8500   7 AM to 8 PM, 7 days a week
Telephone: (415) 346-9829   Off hours and weekends
Facsimile: (415) 931-2885

Guidelines for using Sovam Teleport

Selecting options

Once you have entered your ID and password, and they have been accepted, the system is not case sensitive. That is, if you see (M)ail as an option, you may type "M" or "m". This is true for all commands and menu options. When choosing a menu option, you may type either the number in front of the option or, if the letter is shown in parentheses, a small or capitalized letter. For example, to choose (M)ail below, you may type "M" or "m" or "1".

```
Sovam Teleport's Main Menu

1 -  (M)ail
2 -  (C)onferences
3 -  (I)nformation Resources
4 -  (N)ews of the CIS
5 -  (R)eal-Time Chat
6 -  (A)nnouncements
7 -  (U)ser Directory
8 -  (S)ettings

0 -  (L)ogoff

Enter your selection (0-8):
```

Default choice

The system will often ask you what choice you would like to make next, and give you one possible response in parentheses before the colon, i.e.,

```
(S)end, (E)dit, (D)iscard, (A)ttach file, (V)iew, (R)eceipt,
(Q)uit (S):
```

In this case, "S" is the default response, since it is the command in parentheses before the colon. The default can be a letter or a word. To select the default command, press <Return> . If there is no default choice, you must choose an option, then hit the <Return> key.

Shareware communications software

The Shareware section of this manual gives you exact instructions for installing and using Red Ryder (for Mac's) and Procomm (for IBM compatibles) communications software. Red Ryder and Procomm are publicly available shareware packages that we will send to you for a shipping charge only. Shareware is copyrighted software which may be distributed to and tested by subscribers. If you choose to use the software, you must register with the software's publisher. In return for the registration fee, you will receive printed documentation for the software and license to continue to use the software legally.

Guidelines for the manual

Return or enter key

Throughout the manual, we will refer to pressing the <Return> key. Note: on some keyboards, this key will be labeled <Enter> or be the < > , or <- key.

Control key

The "^" sign refers to the "control" key on your keyboard. For example, when you read "^w", it means you should hold down the "control" key while simultaneously typing "w".

System means network

Throughout the manual we use the words system and network interchangeably to refer to Sovam Teleport.

Overview of the system features

Below are brief descriptions of the major features of the system. You'll find details about using each of these features in their respective sections in this manual.

Electronic mail (e-mail)

Electronic mail allows subscribers to send and receive private messages to and from other e-mail subscribers. Letters, documents, memos, spreadsheets, databases, and any other textual, numeric, or graphic information that can be created on a computer can be sent by e-mail. Teleport subscribers may send e-mail worldwide to subscribers on the Teleport and other computer networks worldwide. Automatic links to fax and telex are also available.

Conferences

Computer conferences are electronic forums where groups of people can exchange, organize and store information. Any number of subscribers, in different locations and at different times, can hold an electronic meeting with each subscriber contributing to the ongoing discussion in turn. A conference may be open to all subscribers, or restricted by access to only those designated by their creator. Private conferences are maintained online for a small monthly fee.

Information Resources

Sovam Teleport offers several informative online databases and publications at no extra charge to Teleport subscribers. Keep up-to-date on CIS affairs with our business directories, daily news clips, and social, political, and economic commentary translated from a variety of Russian print media. Check the information resources section or check with the Sovam Teleport support staff for the latest news offerings.

News of the CIS

News of the CIS contains articles from over 15 newswire services concerning economic, political, and social events are posted by day, with the most recent news first. Keep abreast of the latest changes in international regulations, local policy, or political changes in the CIS. There is no extra charge to read the News.

Real-time Chat

Chat is used for allowing discussions between an unlimited number of simultaneous users in an unlimited number of individual "rooms". Your "live" electronic conversations can be open to all who wish to participate, or only to those whom you designate. There is no extra charge to take part in, or create a chat session.

Announcements

Sovam Teleport keeps you up-to-date about the system's latest features through Announcements. Here you will learn about new services, promotions, and the latest commands and upgrades we have added to the system. You will also find the online version of this manual in searchable form. If you have a question about a particular service or procedure, check this section first.

User Directory

Use this database to network with other Teleport subscribers. You may search for other subscribers by last name, company, city or by a keyword. The system will display an alphabetical list of your search with a brief description of any listing selected. Subscribers may make changes online to their own User Directory entries and add a few lines of description about their organizations using the Settings section.

Settings

The Settings menu allows subscribers to change various aspects of the system to suit individual preferences or technical requirements. You may change your terminal emulation, delete key, password, or User Directory entry in this section as well as check your usage time for the month.

Getting started

USA and Canada

Equipment

To access the Sovam Teleport network from anywhere in the USA or Canada you need a few essential pieces of equipment and information. The following list should help you get started. If you have questions or need advice on this equipment, contact our staff at any of the branch offices.

Checklist for getting started:

- **Sovam Teleport ID and password**
- **Computer**
- **Modem**
- **Communications software**
- **RS-232 cable**
- **Telephone line**

Logging in

Setting your communications software parameters

Once your communications software is installed and your modem is in place and turned on, you must set the parameters of your communications software (see the Shareware section for setting parameters for Procomm and Red Ryder). Set Your parameters to:

Data Bits	**8**
Stop Bits	**1**
Parity	**None**
Xon/Xoff	**On**
Duplex	**Full**
Terminal Type	**VT100 or VT102**

Choose the maximum baud rate that both your modem and local access number can support.

Logging in — USA

Once your parameters are set, you are ready to log in to Sovam Teleport's system in four easy steps.

1. Dial your local access number

(See SprintNet's *Worldwide Access Directory* for your local access number).
Use the dialing directory or the auto-dial feature in your communications software,
or type the command "atdt" before the number. Be sure to match your access number
and your baud rate.

2. Connect to SprintNet

Once you have connected you will see "Connect" followed by the speed of your
connection. For example:

```
CONNECT 1200
```
or
```
CONNECT 2400
```

For 1200 baud, type <Return> "D" , <Return>.

```
CONNECT 1200
<Return>
D
<Return>
```

For 2400 baud or 9600 baud, type <Return> "@D" <Return>.

```
CONNECT 2400 or CONNECT 9600
@D<Return>
```

You will see "TERMINAL =", type <Return> once:

```
TERMINAL =
<Return>
```

The system will display an "@" sign.

3. Enter Sovam Teleport's network address

At the "@" sign, type "c sovusa" and hit <Return> once:

```
@c sovusa<Return>
```

Next, you will see:

```
SOVUSA CONNECTED

pandora

Welcome!
```

4. Enter your ID and Password

You are now connected to Sovam Teleport. Enter your ID and password in lower
case letters at the prompts. Your password will not appear on the screen.

```
login:
password:
```

Welcome to Sovam Teleport! You are ready to begin. Here is Sovam Teleport's Main Menu as it appears on your screen:

```
Sovam Teleport's Main Menu

1 - (M)ail
2 - (C)onferences
3 - (I)nformation Resources
4 - (N)ews of the CIS
5 - (R)eal-Time Chat
6 - (A)nnouncements
7 - (U)ser Directory
8 - (S)ettings

0 - (L)ogoff

Enter your selection (0-8):
```

If you have any questions, call Sovam Teleport in San Francisco at (800) 257-5107 or (415) 931-8500. We will be happy to help you get started.

Logging in — Canada

Once you have set your parameters, you are ready to log in to Sovam Teleport's system in 5 easy steps. To log in from Canada, you must first access the Canadian national telecommunications network, DATAPAC. Then you will be able to connect to Sovam Teleport.

Note: In some cases, you may be able to dial a local SprintNet number directly. Consult Sovam Teleport to find out if you can dial directly from your geographical area. If you can dial SprintNet directly, refer to "Logging in — USA" for instructions on how to proceed.

1. Dial your local DATAPAC number with your modem.

Contact Sovam Teleport by phone or fax to register for use of the network and to get the DATAPAC dial-up number closest to you.

2. Connect to DATAPAC

Once your modem is connected, you will see:

```
CONNECT 1200 or CONNECT 2400
```

Type three periods followed by a <Return>.

```
... <Return>
```

3. Port Identification

DATAPAC will show you which port you have entered with the name DATAPAC and 2 sets of 4 digits:

```
DATAPAC: 1111 2222
```

4. Enter Sovam Teleport's network address

Precede the address with a 1 for outside Canada, then enter the SprintNet connect code (3110) and Sovam Teleport's computer address (415232). Include zeros as shown below:

```
1311041500232
```

Next you will see:

```
SOVUSA CONNECTED

pandora

Welcome!
```

5. Enter your ID and Password

You are now connected to Sovam Teleport. Enter your ID and password in lower case letters at the prompts. Your password will not appear on the screen.

```
login:
password:
```

Welcome to Sovam Teleport! Here is the Main Menu as it appears on the screen.

```
Sovam Teleport's Main Menu

1 - (M)ail
2 - (C)onferences
3 - (I)nformation Services
4 - (N)ews of the CIS
5 - (R)eal-Time Chat
6 - (A)nnouncements
7 - (U)ser Directory
8 - (S)ettings

0 - (L)ogoff

Enter your selection (0-8):
```

Call Sovam Teleport at (415) 931-8500 or Datapac Assistance at 1-800-267-6594.

Troubleshooting tips for logging in: USA and Canada

Problem: You enter your ID and password, but "login incorrect" appears on your screen.

Check: Check that your settings are correct: 8 data bits, 1 stop bit, no parity, full duplex, terminal type VT100 or VT102. Also, check that you entered the correct user name and password.

Or: Make sure that your <Num Lock> key is not on.

Problem: You get strange symbols such as "H2J3;9H01 qqqqqqqqqqq" and numbers or extra characters in the menus.

Check: Change the terminal type (or terminal emulation) to the VT100 or VT102 option in your communications software.

Or: Check that the baud rate and parity settings are correct in your communications software

Problem: The system doesn't seem to be reacting correctly, splitting lines or leaving out letters.

Check: Remember to enter "@D" at 2400 or 9600 baud rate (yes, that is a capital D) or "D" at 1200 baud rate after you have connected to SprintNet and receive a CONNECT message on your screen.

Or: Check to make sure that the parameters are set correctly in your communications software.

Problem: Although you can read your screen, you get occasional extra characters on the screen (~, |, ^, } are common).

Try: You probably have "noise" or interference on your telephone line. Simply log off and redial to get a cleaner connection.

Problem: Your computer says that the modem is dialing, but you don't seem to be getting through.

Check: Make sure that your modem is hooked up to your computer, and that the modem is turned on.

Or: Check that the phone connection cord to the modem is hooked to the "wall" or "line" port on the modem.

CIS

Equipment

To access the Sovam Teleport network from anywhere in the CIS, you need several pieces of equipment. If you have questions or need advice, contact our staff at any of the branch offices. On the following page you will find a list of necessary equipment.

Checklist for getting started:

- Sovam Teleport ID and password
- IASNET satellite access code (for direct access only)
- Computer
- Modem
- Communications software
- RS-232 cable
- Telephone line
- Phone connector cable
- Step-down transformer
- Surge protector
- Plug adaptor

Special electronic equipment needs

CIS phone lines, electrical currents, outlets and phone jacks are all different from those we use in the US, and aren't necessarily standardized throughout the CIS. To be safe, you will need a few additional items to ensure the reliable functioning of your equipment under these conditions.

Phone connector cable

Since CIS phone jacks are incompatible with American phone wires, a special phone connector cable is required. This cable should be equipped with RJ11C on one end (standard flat US phone cable). For direct connection to the phone jack, you must attach two alligator clips to the middle two wires (the red and green "ring" and "tip" wires) on one end of the cable, and connect them to the jack.

Step-down transformer

This is a device used to convert the local voltage rate to one that is compatible with your equipment. For USA subscribers, a 220v-to-110v transformer is required. *Newark Electronics*, with offices located throughout the USA, sells a high-quality step-down transformer for approximately $50.00. (Call Sovam Teleport *USA* for the phone number of a Newark dealer near you).

Surge protector

Because of the tendency for the voltage rate to fluctuate in the CIS (wreaking havoc on computers and other equipment!), we recommend that you plug all of your equipment into a surge protector. You will need to purchase one of good quality, with at least six outlets. Attach the surge protector to the step-down transformer, and plug only the transformer into the wall.

Plug adaptors

CIS style plugs have two cylindrical prongs and differ from both North American and European styles of plugs. You will need a plug adaptor in order to plug your equipment into these outlets. *Be sure to bring several different brands of adaptors; outlets are not standardized throughout the entire CIS.*

There is no Radio Shack in Moscow ... yet! Bring all supplies on this list and any others you think you might need with you. Suggested extras: floppy disks, computer paper, electrical tape, wire cutters for splicing, screwdriver, and needlenose pliers.

Logging in

Setting your communications software parameters

Once your communications software is installed and your modem is in place and turned on, you must set the parameters of your communications software. (See Shareware to set parameters for Procomm and Red Ryder.) Set your parameters to:

Data bits	**8**
Stop bits	**1**
Parity	**None**
Flow control	**On**
Duplex	**Full**
Terminal type	**VT100** or **VT 102**
Baud rate	Set to your modem's baud rate (2400 maximum).

Choose your local access number

Moscow

1200 baud	927-00-03
2400 baud	938-55-86

St. Petersburg

300 or 1200 or 2400 baud	311-03-65

Vladivostok

1200/2400 baud	253-455, 259-711
2400 baud	254-643

Kiev

1200 baud	293-42-83
2400 baud	296-42-92

Minsk

1200/2400	207-674

Riga

1200/2400	55-21-73

Logging in — direct access

Once your parameters are set and you have chosen the correct local access number, you are ready to log in to Sovam Teleport's system in three easy steps.

1. Dial your access number

Instruct your communications software to dial the correct local access number.

2. Connect to IASNET

The following messages will appear on the screen once you have called the dial-up number and have connected to the node:

```
WELCOME TO IASNET
```

After the welcome message, type the letter "n" and enter your IASNET user name with no spaces and followed by a dash and the Sovam Teleport network address (031198002122):

```
nusername—031198002122
```

You will see:

```
031198002122 COM
```

If you have made an error typing your user name, the following message will appear:

```
CLR NA C:11 D:84
```

If you have made an error typing in the network address, the following message will appear:

```
CLR NP C:13 D:67
```

3. Connect to Sovam Teleport

Type your User name and password in lower case letters. Your password will not appear on the screen as you type it.

```
Login:
Password:
```

Welcome to Sovam Teleport! You are now ready to begin. Here is Sovam Teleport's main menu:

```
Sovam Teleport's Main Menu

  1 -  (M)ail
  2 -  (C)onferences
  3 -  (I)nformation Resources
  4 -  (N)ews of the CIS
  5 -  (R)eal-Time Chat
  6 -  (A)nnouncements
  7 -  (U)ser Directory
  8 -  (S)ettings

  0 -  (L)ogoff

Enter your selection (0-8):
```

If you have any questions, call your local Sovam Teleport or representative office in the CIS. Our staff will be happy to help get you started.

Note: With Direct Access service from the CIS, you will be issued a satellite access code as well as an id and password for your mailbox. Your satellite access code will connect you to the satellite through IASNET, while the id and password connect you to Sovam Teleport's network.

Logging in — Sovamsu

1. Dial your access number

Instruct your communications software to dial the correct local access number. After dialing you will see on the screen:
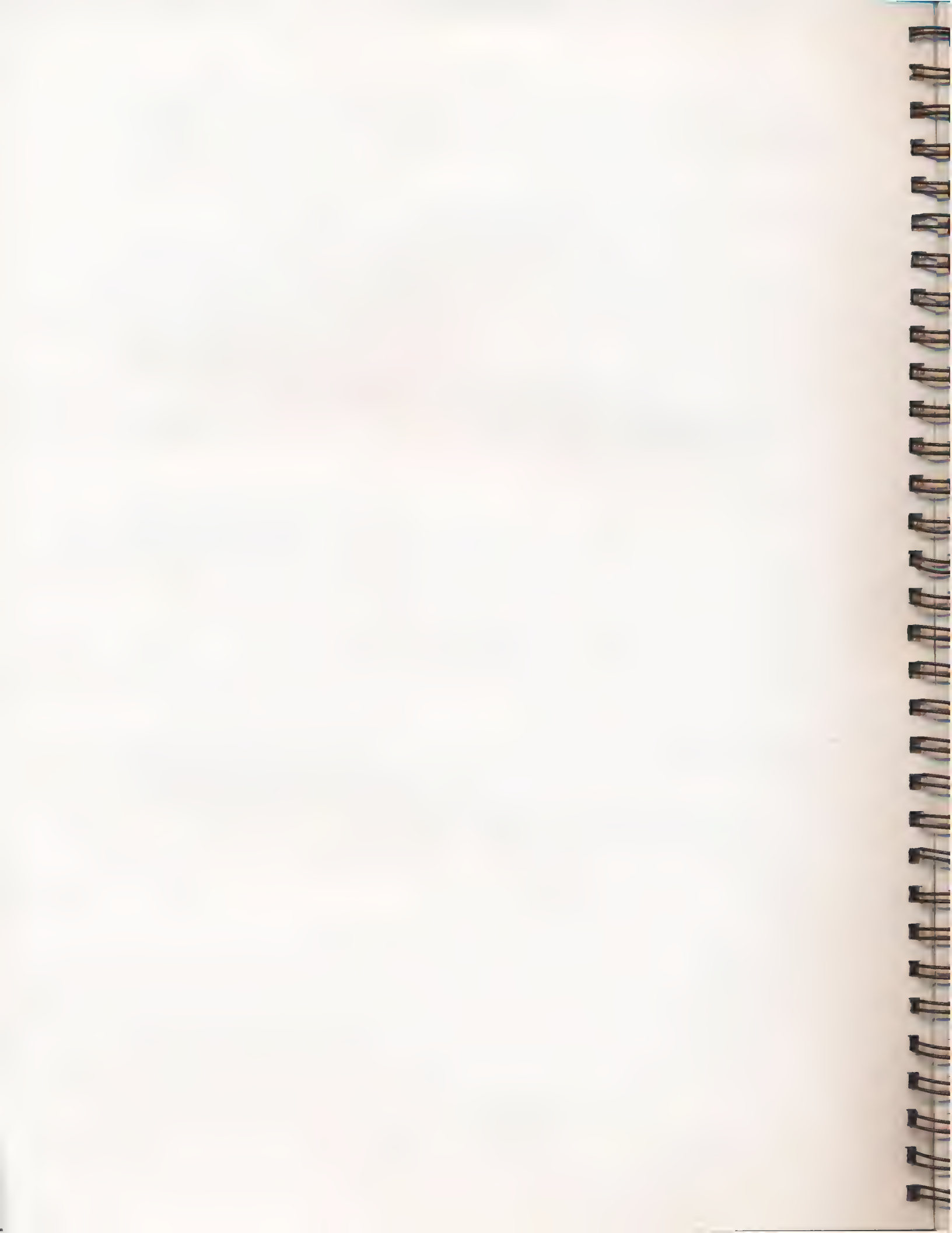
```
CONNECT 2400 (or 1200)

WELCOME TO IASNET
```

2. Enter the location of your local node

On the next blank line type the following code depending on the city:

Kiev	nsovamkiv-.sovamsu
Minsk	nsovamminsk-.sovamsu
Moscow	nsovammsk-.sovamsu
Riga	nlvnet-.sovamsu
St. Petersburg	nsovamspb-.sovamsu

When prompted, enter your user name and password.

Mail

Entering mail

To enter Mail, type "1", "M" or "m" at the Main Menu. Sovam Teleport subscribers will address mail to you using your Teleport "user ID" (or e-mail address). All messages sent to your mailbox go directly to your "incoming" folder. When you enter mail, the system automatically gives you an index of any new or unread messages in this folder. A letter appearing to the right of the message number indicates the status of each message: "U" for unread messages, or "N" for new messages.

```
You have: 7 messages, 2 new, 1 unread in your +incoming folder

 Mess     Subject        Date            Lines    From
 _____

 5 -   U  urgent !       May 25 11:56  (20)    veter@sovam.com
 6 -   N  Modem order    May 25 5:11   (31)    veter@sovam.com
 7 -   N  Newsletter!    May 25 5:17   (35)    usasuppo@sovusa.com
```

Reading mail

To read mail messages, type the number of the message you want to read at the mail prompt:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: 3
```

Message # 3 will scroll by your screen. If you are reading new messages, simply type "n" to read the first new message.

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: n
```

To read subsequent new messages, type "n" again and continue to do so until you have read all of your messages. When reading mail, new and unread messages can both be read using the command (N)ew. If there are no new or unread messages, you will see:

```
There are no new or unread messages.
```

Downloading mail

It is important to be able to download binary files and text documents to save and work with on your own office computer. Download files from any prompt in mail by typing "d". Then enter the number to download, or just hit <Return> if the default choice is the message you wish to download.

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: d
Enter the message number to download (3): <Return>
```

To download several messages at a time, enter the message numbers separated by commas or a dash:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: d
Enter the message number to download (3): 3,5,7 or 3-10
```

You may skip a step by entering a "d" followed by a <Space> and the numbers of the messages you wish to download:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options:
d 3-10
```

You must enter the protocol for your download and tell your communications software to receive. Binary files must be downloaded individually. Consult your communications software manual or see "Uploading and Downloading" for assistance.

Sending mail

There are several ways to send a message to an e-mail subscriber.

- Create a new message and send it.
- Reply directly to a message you have received.
- Forward a message from your mailbox to another user's mailbox.
- Use the "cc:" prompt to send a copy of the message(s) to additional e-mail addresses.

New messages

To start the writing/sending process, enter mail and type "w" at the prompt. Enter the user ID (e-mail address) at the "Send a message to whom?" prompt in lower case letters with no spaces. To type the message online, hit a <Return> key at the end of each line.

```
Send a message to whom? janeuser <Return>
To: janeuser
Subject: Example
```

```
Press "U" to (U)pload, <Return> to enter text: <Return>
Begin entering Text. End each line with a <Return>; end your
entry with <Return> . <Return>

Jane, thanks for the update on your arrival. I'll see you at the
Aeroflot arrival area at 9:30pm. Have a safe trip!

Joe
.
Cc:

(S)end, (E)dit, (D)iscard, (A)ttach file, (R)eceipt, (V)iew,
(Q)uit (S): s or <Return>
```

You may type "s" or hit the <Return> key to send the message. The send command
is the default. Do NOT type quit or your message will NOT be sent. The system will
then check if the recipient of the message is a valid Teleport ID. You will see:

```
janeuser OK
The message has been sent
```

Uploading messages

To upload a message, follow the same procedure to create a message as above,
but type "u" to indicate an upload, then select your mode of transfer (ASCII, Kermit,
Xmodem, Ymodem, or Zmodem). Then instruct your communications software to
upload the file. Consult your communications software manual or see the section
Uploading and Downloading in this manual for more details.

```
Send a message to whom? janeuser <Return>
To: janeuser
Subject: Example

Press "U" to (U)pload, <Return> to enter text: u
(A)scii, (K)ermit, (X,Y,Z)modem, (Q)uit:
```

Sending mail to Sovamsu users

Sovamsu is Sovam Teleport's Moscow-based computer for store-forward connec-
tivity. Messages sent between the two hosts are received about an hour after being
sent. Users on the US host system may send to subscribers on the Sovamsu sys-
tem three different ways by typing at the "Send a message to whom?" prompt:

```
Send a message to whom?:     sovamsu!id

Send a message to whom?:     id@sovamsu

Send a message to whom?:     id@sovam.com
```

Sovamsu users may send messages to sovusa users as follows:

```
Send a message to whom?: id@sovusa.com
```

or

```
Send a message to whom?: id@pandora.sf.ca.us
```

Sending to multiple addresses

At the "Send a message to whom?" prompt, enter each address separated by a single <Space>. You may enter as many addresses on this line as fit on your screen. If you need to send to additional addresses, enter them at the cc: prompt.

```
Send a message to whom? janeuser joeuser testa@sovamsu testb
```

Replying directly to mail received

To send a direct reply to a message you have received, type "r" after reading the message.

```
Message #1 (11 lines)
From joeuser Wed Mar 24 5:17:00 1993
From: joeuser@sovusa.com
Date: Wed, 25 Mar 1993 5:17:00 PST
To: janeuser
Subject: Arrival time

Jane, thanks for the update on your arrival. I'll see you at the
Aeroflot arrival area at 9:30pm. Have a safe trip!

John

(D)ownload, (E)rase, (R)eply, (Forward), (S)ave, (N)ew, (Q)uit:
r
Enter the message number to reply to (1): 1
```

To send the reply message to the sender only, type "s" or just hit <Return>; to send to everyone who received the original message, type "e".

```
Reply to (S)ender or (E)veryone? (s):
```

To reply to a previous message, type "r", then enter the number of the message on the next line.

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: r
Enter the message number to reply to (1): 5
Reply to (S)ender or (E)veryone?:
```

Forwarding mail

To forward a message that you have received to another subscriber, type "f" at any prompt in mail. Enter the message number (or hit <Return> if the default is the message you wish to forward) and the recipient's e-mail address.

```
Mail: (W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for
options: f
Enter the message number to forward (1): 1
Enter the user to send the message to: sovamtest
```

The system will confirm, then give you the cc: and send prompts.

```
To: sovamtest
forwarding message 1 ...(10 lines)
Cc:
(S)end, (E)dit, (D)iscard, (A)ttach file, (R)eceipt, (V)iew,
(Q)uit (S): <Return>
sovamtest: OK
The message has been sent
```

Sending copies of mail to other addresses

Use the cc: prompt to send copies of your message to additional address(es). After uploading or typing the message, enter the additional address or addresses separating multiple address with a single <Space>.

```
Cc: testa@sovamsu testb
(S)end, (E)dit, (D)iscard, (A)ttach file, (R)eceipt, (V)iew,
(Q)uit (S): <Return>
joeuser: OK
testa@sovamsu: OK
testb: OK
The message has been sent
```

The additional address(es) are confirmed along with your original. If you do not want to send a carbon copy of the message, simply hit the <Return> key at the cc: prompt.

Checking addresses

When you send mail using any of the methods outlined above, the system checks for proper formatting of the address if the address is on Sovam Teleport's US host computer. If the address is formatted properly but is not on the Sovam Teleport network, the system cannot verify the address, but sends the message anyway.

```
Can't check testd@university.edu
testd@university.edu: OK
The message has been sent
```

If the address entered is a Sovam Teleport address but is not recognizable, you will see:

```
sovmtest is not a valid address
(E)nter another address, (S)kip this address, (L)ookup an
address, (Q)uit: e
Enter the new address: sovamtest
sovamtest is OK
```

You may either enter the correct ID, skip it if it is one of a group, or search the Sovam Teleport user directory for the proper address:

```
(E)nter another address, (S)kip this address, (L)ookup an
address, (Q)uit: l
Sovam Teleport User Database

1 - Look up by last name
2 - Look up by company
3 - Look up by city
4 - Look up by state/republic
5 - Look up by TELEPORT ID
6 - Search for a keyword
7 - Download all Subscribers

Enter your selection, <Return> for next page, (P)revious,
(Q)uit:
```

See the User Directory section for more information. Once you've located the proper recipient for your message, choose "q" to quit from the user directory, and choose "e" to reenter the correct user ID.

```
(E)nter another address, (S)kip this address, (L)ookup an
address, (Q)uit: e
Enter the new address: sovamtest
sovamtest: OK
The message has been sent
```

The address is now correct and gets sent. If the system will not accept the address, discard the message and save it to your dead letter folder. You may forward the message from that folder later when you have the correct address. Send a message to (usasupport) for help in finding the proper address.

Checking on mail sent

(Y)et

You can check if message(s) have been received by other Sovam Teleport US Host users using the (Y)et command. This command will not check for mail sent to users on the Moscow host computer (sovamsu). Instead, use the "last" command to check the last time a Sovamsu user logged in. At any prompt in Mail, type "y" then a <Space> and the user ID of the person to whom you sent the message. The system displays a list of any messages you sent which are unread.

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: y
sovamtest
The following messages from you to sovamtest are new or unread:

From and Date of message          Subject of message
_____
 yourid Fri Dec 20 11:49:20 1991  your address change
```

If the user "sovamtest" has read all your messages, you will see:

```
There are no new/unread messages from you to sovamtest
```

Last

Check the last time another user logged in to the US host or Moscow host computer with the last command. Type the whole word "last" followed by a <Space> and the Teleport user ID for US host users. Type "last" followed by a <Space> and id"@sovamsu" if you are checking for a user on the Moscow host computer. The system will give you the date and time of last login.

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: last
sovamtest
sovamtest last login Fri Dec 27 11:14:47 1991
```

or when checking for Moscow host users:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: last
mscwuser@sovamsu
one moment please...

mscwuser last login Fri May 14 16:33:02 1993
```

If you think there is some problem because your colleague has not logged in, contact any Sovam Teleport office for assistance.

(R)eceipt

To keep track of mail sent to other Sovam Teleport users, use the (R)eceipt command. The (R)eceipt function gives the sender a receipt in the form of a mail message to confirm delivery of a particular mail message. You must opt to select the receipt function before the message is sent. After your message has been entered to the Sovam Teleport system, type "r" at the send prompt in Mail.

```
(S)end, (E)dit, (D)iscard, (A)ttach file, (V)iew, (R)eceipt,
(Q)uit (S): r
```

A confirmation will be mailed to you upon delivery of the message. The system then brings you back to the send prompt. This time, hit <Return> or "s" to send the message.

```
(S)end, (E)dit, (D)iscard, (A)ttach file, (V)iew, (R)eceipt,
(Q)uit (S):<return>
```

You will receive a receipt in the form of a new message in your mailbox once the message has been delivered to the recipient.

Additional mail options

You may manipulate mail once it is in the system but before you send it. The following commands found at the send prompt allow you to do this.

(E)dit

After uploading or typing a text file online, you can edit the message before sending it. To edit, type "e" instead of "s" at the send prompt after finishing your message.

```
(S)end, (E)dit, (D)iscard, (A)ttach file, (R)eceipt, (V)iew,
(Q)uit (S): e

You are entering a screen editor — use the arrow keys to move
around. Save your changes with Ctrl-W — leave the editor with
Ctrl-Q
```

Begin editing your text using the arrow keys to move around. Press "^w" to save your editing. Exit the edit function by pressing "^q". You may NOT edit binary files while online. If you need to edit those, log off, edit the file, and re-upload the file.

(D)iscard

Type "d" for discard at the send prompt, if you decide that you don't want to send a message after you have written or uploaded it .

```
(S)end, (E)dit, (D)iscard, (A)ttach file, (R)eceipt, (V)iew,
(Q)uit (S): d
Save in your dead.letter folder (N):
```

The message will not be sent, but you may save the message to the dead.letter folder for discarded and aborted mail. Type "y" at the "Save in your dead.letter" prompt to save the message, type "n" or hit <Return> to erase it forever. You can later forward the message from the dead.letter folder to send it.

(A)ttach file

This command gives you the option of attaching a file to your text message. The file may be stored off-line on your hard drive, on a disk, or in the Sovam Teleport system already. This file may be an ASCII or binary file.

```
(S)end, (E)dit, (D)iscard, (A)ttach file, (V)iew, (R)eceipt,
(Q)uit (S): a
Is this a binary file (Y/N)?
```

You must tell your communications software which protocol you have chosen, and that you are sending a message. Consult your communication software manual or see the "Uploading and downloading" section for more details. After attaching the file, you are brought back to the send prompt.

(V)iew

You may proofread a text message before sending it off with the (V)iew command. Type "v" at the send prompt, and your message will scroll past your screen. You will not be able to edit it, however. To edit, you must use the (E)dit command.

Maintaining mail

After you have read e-mail messages, you may erase them completely or save them to online folders. Online folders are like file-folders in your personal online file cabinet. You have 10 kilobytes of free space in your file folders. Beyond that volume, you will be charged a small fee every month based on your storage. Every user has an incoming folder where new mail is sent, and a dead.letter folder to hold discarded mail. Periodically check the contents of your folders to rid them of unwanted mail. Use the following commands to keep track of your online mail.

(L)ist

You will sometimes have messages in your incoming folder that you have already read but have not yet erased. Once you have read a message, it will not appear in the index you automatically see when you first enter Mail. If you want to see a list of everything in your incoming folder, (new, unread and read messages), type "l" at the prompt.

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: l

Mess    Subject            Date        Lines      From
────────────────────────────────────────
 1  -    Good morning! Sep 26 9:18 (39 )   spbsales@sovam.com
 2  -    Re:agenda     Sep 26 8:33 (18 )   usasuppo@sovusa.com
 3  - r   ???          Sep 26 7:02 (18 )   usabilli@sovusa.com
 4  - r   VISAS!       Sep 26 7:00 (73 )   smith@cornellu.edu
 5  - U   urgent !     Sep 25 11:56 (20 )  veter@sovusa.com
>6  - N   Modem order  Sep 25 5:11 (31 )   veter@sovusa.com
 7  - N   Newsletter   Sep 25 5:17 (35 )   cherkov@sovam.com
```

Messages appear on the screen with the subject, the date and time the message was written, the length of the message as well as the sender. In addition, the codes that appear just after the message number indicate the status of the message in your folder. Here is a guide to what the status codes mean:

r	the message has been replied to
u	the message is unread
n	new message
s	you have saved the message
*	the message will be deleted when you exit mail
>	indicates where new messages begin

(I)ndex

To search for messages within a folder, use the index command. You may search for messages by new, unread or ID of sender. Type, "i" at any prompt in mail. You may index by new messages, unread messages, or messages from a particular Sovam Teleport subscriber. Enter the user ID of the author of the message you are searching for.

```
Index by (N)ew, (U)nread or TELEPORT ID: veter

Mess    Subject  Date  Lines From
────────────────────────────────────
5  -   r  urgent !  Sep 25 11:56 (20 ) veter@sovusa.com
6  -   N  Modem orderSep 25 5:11 (31 ) veter@sovusa.com
```

(S)ave

You may save mail online into folders you create using the (S)ave command. Type "s" at any prompt in mail (except the send mail prompt). You will be prompted for the name of the folder, and the message number. Create new folders by typing a new folder name at this time. If you are unsure of the names of your folders, enter a "?" for a list, then enter the number corresponding to the folder you wish to use. Enter a new message number if the default is not the message you want to save.

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: s
Enter the folder to save to (? for list): newfolder
Enter the message number(s), ? for list (13): <Return>
```

You will then be asked if you want to delete the message(s) you have just saved from the original (usually incoming) folder. If you answer "y", you will have erased the message from one folder and saved it (moved it) to another. If you answer "n", the message(s) will remain in the original folder and also be saved to the new folder.

```
Delete message 2 (Y/N)? n
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options:
```

Saving multiple messages

To save several messages to the same folder, use the following shortcuts with a single <Space> between the "s" command, message number(s), and folder name:

s 1-7	==>	saves messages 1 through 7
s 1,3,12	==>	saves messages 1, 3, and 12
s * newfolder	==>	saves all messages in the current folder to a folder called "newfolder"
s 7-$ todo	==>	saves message 7 through the last message in the folder to a folder called "todo"

Another way to save copies of messages to a folder is to "cc" the message to "+foldername" when you are sending mail. The "+" tells Sovam Teleport that you want to send (save) the message to a folder rather than to a subscriber.

```
Cc: joeuser +outmail
```

(E)rase

Use this command to erase messages. Type "e" at any prompt in mail. And enter the message number to erase, or just hit <Return> if the default choice is the message you wish to erase.

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: e
Enter the message number to erase (3)
```

Type "e" followed by a <Space>, and the number of the message:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: e 1
Erasing message 1
```

Erasing multiple messages

To erase several messages at once, you may use the following shortcuts, with a single <Space> between the "e" command and the message numbers.

e 1-5	==>	erases messages 1 through 5
e 1,4,7	==>	erases messages 1, 4, and 7
e *	==>	erases all the messages in a folder

Erased messages appear with an asterisk in a list of messages. Messages are erased completely and disappear from any listing of messages after you have exited Mail.

(U)nerase

If you accidentally erase messages you did not intend to delete, there is a way to salvage them immediately. Type "u" for (u)nerase followed by a <Space>, and the number of the message you want to restore:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit (?) for options:u 1
```

This will restore message 1. You can not restore messages after you have already exited mail or logged off the system. If you have accidentally erased messages that you need to have restored, and you have already left Mail, contact Sovam Teleport's technicians by phone immediately or by e-mail (usatech); they may be able to restore messages for you.

(O)pen

You may open your online folders using this command. To open a folder, type "o" at any prompt in mail:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: o
Enter the folder to change to (incoming), or ? for list:
newfolder
Changing to folder newfolder
```

You may also open folders in one step by entering "o" followed by a <Space> and the folder name on one line:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: o
newfolder
Changing to folder newfolder
```

Mail commands that work in the incoming folder work in all folders; they are universal. Use the (O)pen command to return to the "incoming" folder.

Deleting a folder

To remove a folder from the system, (E)rase all the messages in that folder. When you exit Mail, the folder will be deleted automatically.

Exiting mail

To leave Mail, enter "q" for (Q)uit. When you do this, any changes you have made to mail in your folders will be recorded. So, if you have (E)rased mail, when you (Q)uit from the mailer, your mail will be erased ... forever.

Exit without recording changes

To exit Mail without recording any changes you have made, enter "x" for E(x)it. This is useful if you would like messages you've read during your mail session to remain "unread" for you or the next user of the mailbox.

Special cases

Sending to other networks

Teleport users may send mail to many networks throughout the online world at no extra charge. Sovam Teleport's universal network (internet) address is "sovusa.com". Users on other networks may send messages to Sovam Teleport:

```
ID@sovusa.com
```

Network addresses

To send messages to these networks, simply enter the network name followed by an exclamation mark and the address of the user. For example:

```
Send a message to whom? mci!accountname
```

Alternex	ax!
AppleLink	apple!
AT&T Mail	attmail!
Bitnet	*
Capital Online	capital!
Cignet	cignet!
CompuServe	compuserve!

Easylink	easylink!
EcoNet	en!
GlasNet	glas!
GreenNet	gn!
The Electronic Frontier Fnd	eff!
The Electronic Info. Exchange System	eies!
Internet	*
The Meta Network	tmn!
MCI Mail	mci!
Nicarao	ni!
PeaceNet	pn!
PeaceNet Sweden	pns!
Pegasus	peg!
Portal Communications	portal!
SciLink	scilink!
Sprintmail (Telemail)	sprint!
Twics	twics!
Usenet	*
WEB	web!
The Well	well!
Xon Software	xon!

To send messages to the Internet, Bitnet, Usenet, simply enter the full address when you are prompted in Mail.

Sovam Teleport is committed to connectivity. If you wish to link to a network that is not listed above, call Sovam Teleport or send e-mail to (usasupport). We link to additional systems on a regular basis and will happy to help you to meet your networking requirements.

Sending faxes and telexes

Sovam Teleport subscribers may send ASCII (text only) messages from their e-mail accounts to fax and telex machines worldwide. This is particularly convenient for subscribers whose partners do not have Sovam Teleport e-mail accounts or access to telecommunications equipment. Charges are per minute and vary for faxed and telexed messages, depending on the country of destination.

Fax

At the "Send a message to whom?" prompt in Mail, type:

`fax!`*faxnumber*

You may send a fax to any Standard Group III Fax machines world-wide. When sending a fax to a destination outside the USA or Canada, be sure to precede the fax number with "011", then the country and city codes of the destination fax. For USA or Canadian destinations, include the area code only. If you need an operator to complete a fax call to a certain city, you cannot send an automatic fax there. For most cities in the CIS besides Moscow, you will need to send faxes using Deliverex service rather than automatic fax delivery system. See "Deliverex Service" below.

Telex

At the Send a message to whom prompt in Mail, type:

telex!telexnumber

Precede the telex number with the telex country code for the country of destination. Note that telex country codes are different from telephone country codes and may vary according to telex carrier. Check that you know the telex carrier of the receiving telex machine BEFORE you send your message.

Deliverex service

Sovam Teleport's Deliverex service allows subscribers to have the speed and convenience of electronic communication with parties not connected with e-mail.

Contact a party in the CIS

Sovam Teleport USA customers can send quick messages to locations all over the CIS, even to colleagues who are not connected to e-mail. Send an e-mail message directly to (deliverex) online to forward to the proper recipients in the CIS.

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: w
Send a message to whom?: deliverex
Subject: Message for delivery
```

Preceding the message you want delivered, include where, how, and to whom you want the message delivered. Please inform your colleagues how they may reach you using this service. They may send messages by mail, fax, telex, or phone to the Sovam Teleport office nearest to them. The Sovam Teleport staff will then send the message by e-mail from (deliverex) directly to your Sovam Teleport e-mail account.

Be sure to provide correct addresses, telephone, fax, and/or telex numbers in your request. When the office receives a message, they will notify the designated recipient by phone. Then, according to your instructions, Sovam Teleport will send a hard copy of the message by fax, telex, or regular post to the recipient. The Sovam Teleport office will confirm by e-mail that the message(s) were successfully delivered.

For the current charges for these services, contact your local Sovam Teleport office.

Uploading and Downloading

Uploading and downloading files between your computer and Sovam Teleport's network allows faster transfer of text files than either typing or reading online and allows for the transfer of non-text files such as database, spreadsheet, or graphics files between your computer and our network.

Downloading files

On Sovam Teleport's network, you are able to download files from Mail, Conferences, Information Resources, Announcements, and the User Directory. The download command "d" is universal to the network, so you may use it whenever you wish to download text. Here are examples of the prompts in each section where you may choose to download.

Mail

In Mail, you may download just after entering mail, at the main Mail prompt, or after reading a message:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: d
Enter the message number to download (1):
```

or

```
(D)ownload, (E)rase, (R)eply, (F)orward, (S)ave, (N)ew, (Q)uit:
d
Enter the message number to download (1):
```

Conferences

The Conferences section is a section built of menus. To download from this section, you must first choose to read an item. The system then gives the choice of downloading or reading the entry:

```
(R)ead it or (D)ownload it? (read) d
```

Information Resources

You may download files from publications from within the Information Resources section only after you have chosen your news source. Then you may download an entire issue or a single article at the prompt:

```
Enter selection, <Return> next page, (Q)uit, ? for options: d
Enter the number to download:
```

Announcements

You may download system information from the Announcements section after choosing the information and typing "d" at the following prompt:

```
Enter selection, (Q)uit, ? for options: d
Enter the number to download:
```

User Directory

You may download from the User directory when choosing the "Download all subscribers" menu option:

```
Do you wish to (d)ownload or (r)ead the information online (r)?
d
```

Downloading ASCII text files

From most sections on the network outside Mail and File libraries in Conferences, you will be downloading ASCII text files. After selecting the download option and the number of the item you wish to download as shown for each section above, select ASCII as your transfer protocol:

```
(A)scii, (K)ermit, (X,Y,Z)modem, (Q)uit: a
The text will scroll non-stop. Press <Return> to start...
```

Now instruct your telecommunications software to prepare to receive an ASCII text file from the system. See your communication software manual for instructions on downloading text files. After the text has scrolled past your screen, you will be brought back to the prompt from which you began.

Downloading multiple text files

In Mail, Information Services, and Announcements, you may download several text files at a time. To download several files, enter several numbers instead of a single number at the prompt:

1-5	Messages 1 through 5
1,3,5	Messages 1, 3, and 5
*	All messages

Downloading binary files

Spreadsheets, Databases, Graphics, and formatted word processed documents are binary files must be sent and received using binary transfer protocols. Sovam Teleport supports Xmodem, Ymodem, Zmodem, and Kermit binary file transfer protocols.

Mail

When you receive a binary file in your mailbox, you will see the following prompt when you try to read the message:

```
Binary file follows. Download it?
```

Enter a "y", then choose the transfer protocol you wish to use. Your choice depends on what protocol your communications software accepts. You will see how large the file is, then if you are transferring with Kermit, Xmodem, or Ymodem depending on your software, you may be asked to name the file on your computer. With Zmodem, you generally won't need to name the transferred file on your computer.

```
(A)scii,(K)ermit,(X,Y,Z)modem, (Q)uit: x or y or z or k
9999 Bytes to transfer
Enter a name for this file on your system: test
Give the (protocol) File Receive or Download command on your
computer now.
```

After the transfer is complete, you will be brought back to the first Mail prompt.

Conferences

To download binary files from the File Library, first select the file you wish to download. The computer will indicate that it is a binary file. Select the protocol for the transfer, and follow the same procedure as shown for Mail, above. When the upload is completed, you will be brought back to the listing of file choices from the File Library.

Downloading text files with binary transfer protocols

You may use binary transfer protocols to download text files as well. Indicate that you wish to download as shown for each section, above, then choose a binary protocol instead of ASCII for your transfer protocol. The transfer will proceed as any binary transfer.

Uploading files

On Sovam Teleport's network, you are able to upload files to the Mail and Conferences sections. Again, while uploading text files saves time, you must upload binary files.

Uploading ASCII text files

To upload ASCII files, you must first have a document that has been prepared in your word processor and saved as an ASCII text file (DOS text file, or text file with line breaks) check the manual for your word processing software if you need help. ASCII text files are readable by all types of computers and should be formatted with hard carriage returns at the end of each line. When your file is ready, log in and indicate in Mail or Conferences that you are uploading a text file.

Mail

In mail, you must first address the message before transferring your file. Prepare to send a message:

```
(W)rite, (N)ew, (Y)et, (D)ownload, (Q)uit, (?) for options: w
Send a message to whom?: sovamtest
To: sovamtest
Subject: Test ASCII upload
```

Hit <Return> to upload the text as shown below. (CIS direct access users: type "u" for upload, then choose "a" to indicate ASCII upload).

```
Press "U" to (U)pload, <Return> to enter text: <Return>
Begin entering Text. End each line with a <Return>; end your
entry with <Return> . <Return>
```

or for CIS direct access users:

```
Press "U" to (U)pload, <Return> to enter text: u
(A)scii, (K)ermit, (X,Y,Z)modem, (q)uit: a
Begin sending text (from keyboard or file).
Press <Return> . <Return> to end entry.
```

Instruct your communications software to send a text file. Check your communications software manual if you need help. Your communications software will ask you to name or locate the file you wish to upload. After selecting the file, it will scroll past the screen. When the file has stopped scrolling, the upload is complete. Hit a <Return> key followed by a period "." and another <Return> key to alert Sovam Teleport's computer that the message is complete. The cc: prompt will appear on your screen and the mail can be sent as usual.

```
<Return>
.
<Return>
Cc:
(S)end, (E)dit, (D)iscard, (A)ttach file, (R)eceipt, (V)iew,
(Q)uit (S):
```

Conferences

In conferences, choose to write an item or response, and you will see the following prompt:

```
(T)ype it online or (U)pload it? (type)
```

Type "t" or hit <Return> to upload the text. (CIS direct access users: type "u" for upload, then choose "a" to indicate ASCII upload, as shown for Mail, above).

```
(T)ype it online or (U)pload it? (type): <Return>
Enter the text, pressing <Return> at the end of each line. When
finished, enter End-of-Text signal, <Return> . <Return>
```

Instruct your communications software to send a text file; check your communications software manual if you need help. Your communications software will ask you to name or locate the file you wish to upload. After selecting the file to upload, your file will scroll past the screen. When the file has stopped scrolling, the upload is complete. Hit a <Return> key followed by a period "." and another <Return> key to alert Sovam Teleport's computer that the message is complete. You will then return to the main Conference menu.

Uploading Binary Files

You may choose to send a file from your computer that is created in word processing, spreadsheet, or databasesoftware. To upload these binary files, type "u" at the following prompts in Mail and Conferences and enter the transfer protocol you wish to use.

Mail

```
Press "U" to (U)pload, <Return> to enter text: u
(A)scii, (K)ermit, (X,Y,Z)modem, (Q)uit: x or y or z or k
Is this a binary file (Y/N)? y
```

Your choice of protocol depends on your communications software. Once you have selected the protocol, your software will ask you to name or locate the file you wish to upload. When you have selected the file, hit <Return> and the upload should begin. When the upload is complete, you must choose to encode the file. Hit <Return> or "a" if you are sending mail to another Sovam Teleport user in the USA or CIS. If you are sending binary files to someone on another network, find out if their system uses either atob or uuencode binary encoding. If it does, you may send binary files to that network, choosing the option shown below that matches the receiving network.

```
Upload successful
Encode binary file with (a)tob or (u)uencode
(Use atob for other Sovam sites) (a):
```

You now have the opportunity to enter additional addresses at the cc: prompt in Mail, or be brought back to the menu from which you began in Conferences.

Conferences

To upload binary file to the file library, create the file as described in the Conferences section:

```
What is the file name: test file
What type of file is it? Lotus
Max 40 character description of this file: Year End Financials
(T)ype it online or (U)pload it? (type) u
```

Choose the binary transfer protocol you wish to use.

```
Upload with (A)scii, (K)ermit, (X,Y,Z)modem? (quit) x or y or z
or k
```

Once you have selected the protocol, your software will ask you to name or locate the file you wish to upload. When you have selected the file, hit <Return> and the upload should begin. When the upload is complete, you will see:

```
Upload successful
```

Uploading text files using binary transfer protocols

You may upload text files using binary file transfer protocols. Follow the procedure above selecting your transfer protocol, except choose "n" when the computer asks if the file is a binary file:

```
Is this a binary file (Y/N)? n
```

Upload the file as you would a binary file.

Conferences

A Conference is a public or private discussion forum comprised of a series of top-ics, called items, and responses to each item. Conferences on our network allow full-text searching for any word located in any item or response. With conferences you can:

- Hold long-term discussions about a particular subject, and index each entry by number. Search within and among items and responses by a single word, or by author.

- Eliminate time and place restrictions on creative teamwork. Conferences allow the user to contribute to discussions at any time and in any place.

Entering conferences

To enter the conference section, type "2" or "c" at the main menu. You will see the following abbreviated conference menu:

```
You are now in the -=> sovam_cafe <=- conference

 1 - (L)ist conferences and join one
 2 - (G)o to the 'next conference on your visit list'
and read new material
 3 - (M)ore options

 0 - (B)ack to main menu
```

(L)ist

If you do not know the name of the conference you wish to enter, choose this com-mand.

(G)o

To read new mail from the conferences on your visit list, choose this command.

(M)ore options

For the full conference menu (see following page), choose this command.

```
You are now in the -=> sovam_cafe <=- conference

   1 - (I)ndex and Read Items
   2 - (W)rite, Edit or Find something
   3 - (P)retend you've read everything
   4 - (F)ile Library
   5 - (L)ist conferences and join one
   6 - (G)o to 'the next conference on your visit list' and read
             new material

   0 - (B)ack to main menu

   Enter Your Choice (0-6):
```

Conference Functions

(I)ndex or Read Items

This option gives you an index of the items or topics in the conference you are currently participating in. You will be shown a list of the item numbers in the conference, their subjects, and the number of responses for each item. Type "?" at the prompt for a list of available items. Type the item number to go directly to a particular item; then you will be given a prompt with two options:

```
    (R)ead it or (D)ownload it? (read)
```

Choose "r" or press <Return> to read an item and its responses online, screen by screen. It is not possible to read only a particular response to an item; you must read the item and all its responses. Stop reading by typing a "0" (zero) <Return> at the end of a screen.

Choose "d" to download the item to read offline or to print out later. The system will ask you for a protocol to use for the download. Consult the section Uploading and Downloading for more details. At the end of the download, you will be brought back to the main conference menu.

(W)rite, edit, or find something

This option brings you to a sub-menu:

```
    1 - (R)espond to an item
    2 - (A)dd an item
    3 - (E)dit an item or response
    4 - (F)ull-text search
    5 - (M)aintain your visit list

    0 - (B)ack to Conference Main Menu
```

(R)espond to an item

Use this command to add a response to an existing item. You may either prepare your response offline and upload it here, or type your response online. You must know the number of the item you wish to respond to; if you don't, get a list first. When you enter the item number, the system will give you the title of that item and give a heading to your new response:

```
Enter your choice (0-5): r
Enter item number, (N)ew, ? for index, or <Return> to quit: 89
Item 89 ( 11) Customer support week 11/04/91 89:10)
Jennifer Childs (usasuppo)       08-NOV-91 12:56

(T)ype it online or (U)pload it? (type) <Return>
Please enter your response:
```

Upload your file or type it now. To finish writing your response, hit <Return> "." <Return>. You will return to the main conference menu.

(A)dd an item

Select this menu option if you want to create a new item. First enter the text of the message, then you will be asked to enter a title for the item. You can either type it online, or upload it from your computer. Typing "t" or hitting <Return> allows you to either enter text directly or upload ASCII text from your computer.

```
(T)ype it online (default) or (U)pload it? (type) t or <Return>
```

If typing, enter the text, pressing <Return> at the end of each line. If uploading ASCII text from your computer give the instruction to your communication software. See the section Uploading and Downloading for more details. When finished, hit <Return> "." <Return>. The system will prompt you for a title, and give the item a number.

```
Enter a one-line title for this item: Test conference item
<Return>
Your text has been entered as item 15.
```

Type "u" to upload your text using a binary file transfer protocol. See the section Uploading and Downloading for more details.

(E)dit an Item or Response

If you choose this option, you will see the following sub-menu:

```
1 - Edit a (W)hole item and all it's responses
2 - Edit (O)ne or more responses to an item
```

This sub-menu can be used to edit or delete an existing item or response. *Note : Unless you are a conference moderator, you will only be able to edit items and response that you have entered yourself.* Send an e-mail message to (usasuppo) to discuss becoming a conference moderator. Use the arrow keys to move around your text. Save changes by typing "^w", and exit the editing mode by typing "^q".

(F)ull-Text Search

Full-text searching is one of the most powerful features of the Teleport network. Enter a single word to find desired information from within a conference; qualify your search by limiting it to specific items, responses, or authors. If you do not choose specific items or a particular user, all items will be searched. The system ignores upper and lower case distinctions.

```
Search for which words? microscope
What items should I search? (all) <Return>
Who said the words you're looking for? (don't know) <Return>

Item 14, Response 14 (David Kieras) a chip with a microscope is
simply the most difficult form of circuit tracing. I understand
that the main Soviet mainframe computer line is simply a
reverse-engineered IBM 360 - it even looks that

CONTINUE SEARCHING, or ? for options?
```

Here you may continue searching for "microscope", choose another word or quit.

(M)aintain your visit list

When you wish to keep up-to-date on the entries of a particular conference or conferences (private or public), create a visit list. Your unique visit list will allow you to execute quick commands regarding the status of new entries in your listed conferences. You may go from one conference to the next to read new entries with a single command. To change your visit list, or add conferences to it, type "5" at the (W)rite... sub-menu of the main Conference menu or "4" in the Settings menu.

```
Maintenance of your 'visit' list

1 - (L)ist the Conferences currently on your 'visit' list
2 - (A)dd a Conference to the list
3 - (D)elete a Conference from the list

0 - (B)ack to Settings menu

Enter Your Choice (0-3):
```

The conference you choose to add will be added to the end of your visit list, i.e. it will be last. To delete a conference from your list (choice 3), enter the number corresponding to the conference you wish to delete.

(P)retend you've read all new items

The first time you enter a conference, you may have hundreds of new items to read. If you do not want to read all of the conference's past entries, use the (P)retend command. The system will mark all material in that conference as if you had read it. (P)retend will give you a fresh starting place to begin participating.

(F)ile library

The file library system is used to upload, store and present for downloading files that can be either ASCII (7 bit) or binary (8 bit, such as program files, spreadsheets, and databases). File Library is the only place in conferences where binary files may be stored. Use the File Library to create and store files such as tables of data to refer to in the conference at any time. You will see the following menu:

```
1 - (U)pload a file
2 - (D)ownload or index available files
3 - (R)emove file(s)
```

(U)pload a file

This option allows you to add a file to a the file library from your computer. The system will prompt for a file name and type.

```
What is the file name: test file
What type of file is it? Lotus
Max 40 character description of this file: Year End Financials
(T)ype it online or (U)pload it? (type) u
```

 See the section "Uploading and Downloading" for detailed instructions on uploading.

(D)ownload file(s)

You may download files by number, or by searching for the partial or full description of the file. If there are several files that fit the description, you will be shown a listing of all matching files, then asked to choose the file you wish to download.

```
        File Name   Description                 Byte          From

1 - test mail se Mail Microsoft word 4.0     4736          Jane Doe
2 - Year End financials - Lotus              30542         Jane Doe
0 - Return to Previous

Enter 0-1, or a pattern to search for: 1
(R)ead it or (D)ownload it? (read) d
```

47

(R)emove file(s)

This option prompts you to delete files from the system. You may only delete files that you have uploaded yourself.

(L)ist conferences and join one

This option lists conferences and asks you to select the one you wish to go to. If you do not know what conferences exist on the system, enter a "?" to get a list of conferences available to you. Private conferences only show on the menus of those who are permitted to join them.

(G)o to your visit list

This is a fast and easy-to-use function which allows you to read all the new material in the conferences on your visit list. Type "g" and the new message(s) for the first conference on your visit list will begin to scroll by on your screen. After showing all the new material from the first conference, you will be brought back to the Conference menu. Press "g" again to continue on to the next new message from the next conference on your visit list.

To set up your visit list, refer to (W)rite, (E)dit, or (F)ind in the Conference Main Menu, or enter the Settings section from the Main Menu.

Shortcuts

The following commands are shortcuts to conference functions. Use them at any prompt within the conference menu.

Q or BYE	Quit, leave the conference
J conference	Join or switch conferences
New	Show all new items, responses
check	Show new activity in all conferences
A I	Add a new Item
L I n-nn	List items n through nn
L subject ALL	List all subjects
Search I	Search only items
Search R	Search items and responses

Information Resources

Sovam Teleport offers several informative online databases and publications at no extra charge to Teleport subscribers. Keep up-to-date on CIS affairs with our business directories, daily news clips, and social, political, and economic commentary translated from a variety of Russian print media. Check the information resources section for the latest news offerings. We are adding to these resources regularly; contact Sovam Teleport in San Francisco if you would like to recommend a source to put online. *Note: Please observe any copyright restrictions which apply to individual publications or databases. In most cases, a printed version may be purchased directly from the producers.*

Hit "4" or "I" to enter Information Resources. You will see a menu of the available resources. Enter the number corresponding to the source you wish to choose.

Databases

When you enter a database, you will be shown a menu of options. For example, when entering the classified ads you will see this menu:

```
Welcome to the Sovam Classifieds

1 - Search by category
2 - Search by company name
3 - Search by word in the description

0 - Return to previous menu

Enter your selection (0-3): 1
Enter text to search, <Return> for menu, (Q)uit, ? for options:
travel
```

All Sovam Teleport databases give you a menu of options to search by. Choose the number corresponding to the menu option you wish to use. Then enter the category, company name or other keyword. We used travel in this example. The system will bring up all records matching the keyword.

```
Enter the Classified to look at:

1 - TRAVEL
2 - TRAVEL

Enter your selection, (Q)uit, ? for options:
```

To see a complete record, enter the number corresponding to your selection.

Publications

When you enter a publication, you will see the following prompt:

```
Enter text to search, <Return> for menu, (Q)uit, ? for options:
```

Hit return to get a list of the most recent dates for which articles exist. The most recent issues are at the top of the menu.

```
Sovecon - Russian Business News

1 - May 11, 1993
2 - May 7, 1993
3 - May 6, 1993
4 - May 5, 1993
5 - May 4, 1993
6 - May 3, 1993

Enter selection, <Return> next page, (Q)uit, ? for options:
```

To see earlier articles not displayed on this screen, hit <Return> at the prompt, otherwise select the number corresponding to the date you wish to read articles for. If you select 1, the system will display the list of articles for May 11, 1993. Then select the number of the article that interests you.

```
May 11, 1993

1 - Everyone Willing to Combat State Monopoly
2 - Twice the Target Deficit
3 - Raw Materials: Most Lucrative for West
4 - Losing $4b. in Capital
5 - Brian Mulroney: Victory to Yeltsin's Revolution

Enter selection, <Return> next page, (Q)uit, ? for options: 3

Raw Materials: Most Lucrative for West

Source: FINANSOVYE IZVESTIA, May 7, 1993, No. 27, p. 1
Author: F. Williams

"The U.N. Economic Commission for Europe predicts an early
investment boom in the ex-Soviet Union's raw materials, and the
oil and gas industries. According to ECE estimates, contracts
signed since 1990 foresee the investment of $85b. in CIS
economies. So large an investment will probably extend for a few
decades. Some $10b., four times the present Western investments
in CIS industries, is expected over the next ..."
```

When there are two or more pages in the article, at the end of the first screen you will be given a choice.

```
Press <Return> to continue, (P)revious, (Q)uit:
```

Continue reading the article by hitting a <Return>, go back to the previous screen (page) by hitting "p", go back to the original list of articles by hitting "0" <Return>, or you may go to the next article in the list by hitting "n" (brings you to the first page of article #4).

Downloading single articles and whole issues

Once located, you are ready to read or download the article(s) by entering the number corresponding to that article. You may choose to download a single article, several articles, an entire journal, or one day's complete news to read off-line. There are copyright restrictions on some information resources on the system; please read the introductory screen for each resource carefully.

To download a single article, hit "d" at the prompt following any list of articles. Then enter the number of the article you wish to download.

```
Enter selection, <Return> next page, (Q)uit, ? for options: d
Download which item? 9
One moment while I prepare the file...
```

To download multiple articles, hit "d" followed by a space and the numbers corresponding to the articles you wish to download. Separate the article numbers with commas or a dash.

```
Enter selection, <Return> next page, (Q)uit, ? for options: d
Download which item? 9,10,13 or 9-13
One moment while I prepare the file...
```

In each case, the system will ask you to choose a protocol for your transfer, and will follow the normal download process. See the section "Uploading and downloading" for more details.

Downloading an entire day's issue works for only for some publications, but does not work for any of the databases unless there is a menu option for downloading the entire database. To download an entire day's news, enter a "d" at the prompt after getting a listing of available dates for a particular publication.

```
Sovecon - Russian Business News

1 - May 11, 1993
2 - May 7, 1993
3 - May 6, 1993
4 - May 5, 1993
5 - May 4, 1993
6 - May 3, 1993

Enter selection, <Return> next page, (Q)uit, ? for options: d
Download which item? 1
One moment while I prepare the file...
Download with (A)scii (K)ermit (X,Y,Z)modem or (M)ail? (quit)
```

The system will ask you to choose the protocol for your transfer, and will follow the normal download process. In this case all the news in the Sovecon publication from May 11, 1993 will be transferred to your computer.

Text Search

You may search for a particular topic or area of interest by entering a "keyword" (word to search for) at any prompt. For example, if you wish to read news about trade in "Sovecon", enter the word "trade" at the first prompt while you are viewing the "Sovecon" files listing.

```
Enter your selection, return for more, or text to search for:
trade
```

The system will search through all the entries in Sovecon and list the articles that contain "trade" in the title or anywhere within the text of the article. Some information resources, however, will search only the titles of articles.

```
Search for TRADE

1 - HONG KONG REPORT: Teleputing issues fill the day
2 - CONSUMERS SOFTWARE
3 - THREE PCN LICENSES AWARDED IN UK
4 - HONGKONG: DATAPAK ADDS PACKET SERVICES, TRADE DATABASE
5 - TO SPLIT OR NOT TO SPLIT — The Industry Structure Research
6 - AUSTRALIA MUST GIVE EQUAL ACCESS TO STOCK SERVICES
0 - Return

Enter your selection P for Previous, return for more, or text to
search:
```

The system will bring up files that match your search. Be sure to search for specific words that will limit your search rather than very general words that may give you too much to choose from. You must conduct separate searches for each keyword search.

(N)ews of the CIS

News of the CIS contains articles about current historical, political, and social events occurring in the Commonwealth of Independent States gathered from more than 15 international newswire services. These articles are stored by day with the most recent news first. The contents are updated daily. The format of News of the CIS is identical to that of Sovam Teleport's other information resources. Sovam Teleport subscribers treat this section as their "daily news update". To reach News, type "4" or "n" at the main menu. See above for instructions on reading, downloading and searching articles within News of the CIS.

Real-Time Chat

Chat is used for synchronous discussions between two or more people. Our Chat system is capable of supporting an unlimited number of simultaneous users in an unlimited number of individual "rooms." These rooms can be private or public so that your electronic conversations can be open to all Teleport users using Chat at that moment, or can be limited to access by only one person with whom you wish to speak. The chat menu:

```
1 - (E)nter a room
2 - (W)hich rooms are people in?
3 - (M)ake a room
4 - (P)ersonal preferences

0 - (B)ack to main menu
```

Teleport's chat program allows two or more people to write into, and read from, a shared screen simultaneously. Simultaneity in computers is called "real-time." Using chat you can:

- Get answers to questions faster than sending a fax, letter, or e-mail. Just as during a telephone conversation, an answer to a question can be returned immediately.

- Keep a log of a chat session that can be viewed by yourself and others on the network at a later time. This can be useful to bring new members and latecomers of a chat session up-to-speed.

- Control the privacy of rooms you create, allowing only named users to read and participate in a conversation.

(E)nter a Room

A room is a theoretical "place" in Real-Time Chat where written conversations are held. These rooms can be locked, i.e. private, or they can be "open door" i.e. open to any user who would like to join the conversation. Users can "walk" through the open doors to read what conversations are taking place in the rooms.

```
Enter Your Choice (0-4): e
Select one of the following rooms:

1 - game           A room for fun and games
2 - garage         A place for techies to talk
3 - kitchen        A place for chatting and snacking
4 - lobby          Place to hang out
0 - Return to Previous
```

You will be told how many lines of text have been recorded in this room, and asked how many previous lines of text you want to read. Enter the number of lines or hit <Return> for default.

(M)enu of Options

If you select "1", or "m", you will be shown the following menu:

```
1 -    (S)peak and Listen
2 -    Send a private (A)side
3 -    (W)ho is here
4 -    (F)acilitation options
5 -    (R)eview this session
6 -    (P)ersonal preferences
7 -    (G)o to another room
0 -    (L)eave this room

Enter your choice (0-7):
```

(S)peak and Listen

Select this option to begin the chat session. You will be able to type messages that appear in the room to all others present in the room. You will also see what others are writing in this room.

Hints: Always hit <Return> to get the ">" sign before you begin typing. If you do not, when someone writes a new message it may interrupt your writing. Use your screen as a typewriter, hitting <Return> at the end of every line. Always end your part of the dialogue with a period alone on a line "."

Note: It takes a little practice to get used to chatting. Wait slightly longer than you think you have to for the reply, or you and your partners may get out of synch. Think of it as similar to talking on a set of "walkie-talkie" radios.

Send a private (A)side
When you choose this option, you see:

```
Send a private message to whom?
```

Enter the ID of one person participating in the conversation. What you write from this point on only appears in the chat session of the person to whom you address it.

(W)ho is here
This option gives you a list of the rooms currently in use, and who is in them.

(F)acilitation options

The facilitator of the room is the person who created it. If you are the facilitator for this room you may choose from a menu of room-management options.

```
Chat Facilitation Menu for the 'game' room

1 - (P)rivacy management
2 - (D)escription: (a place for fun and games)
3 - (R)ecording length: (1 lines)
4 - (E)rase this room completely

Enter Your Choice: 1

Chat Privacy Management for the 'game' room
1 - Make (P)ublic
2 - (A)dd a subscriber
3 - (R)emove a subscriber
4 - (C)lose this room, except to a specified list

0 - (B)ack to previous menu

Enter Your Choice (0-4):
```

(R)eview this session

You may (R)eview a session if recording was turned on when you started talking. Enter the number of lines back you want to review.

(P)ersonal preferences

(See Section 4 of Real-Chat on Personal Preferences Below)

(G)o to another room

You will be shown a list of the available rooms, and asked to select one.

(L)eave a room

You may choose to leave a room at any time by selecting this option. As long as you turned on the recording capabilities, the conversation will remain intact. You can turn on the recording capabilities through "Facilitation options" in the "(M)enu of Options."

(Enter) to start writing a message

Hit <Return> to jump into a conversation directly. At this point, you can enter text to the chat session for this room. Your message will not enter the room until you have ended your comment with <Return>.<Return>.

```
Entering dialogue mode, type "?" for help

1 - (M)enu of options
2 - (Enter) to start writing a message. End your entry with
    <Return>.<Return>
```

(W)hich rooms are people in?

You will be shown a list of the available rooms, and who is in them.

(M)ake a room

The system will ask you to name the room you want to make. Then, you will be asked to enter a short description for this room. Finally, you will decide how many lines of recording should be available for sessions in this room. Whatever recording length you decide on will be the number of lines that will remain intact in the room. Once the conversations have exceeded that length, then the first part of the dialogue will scroll out of memory.

(P)ersonal preferences

If you select "p", or "4" from the Chat Main Menu. You will be shown the following sub-menu:

```
1 - Change your (A)lias: (TELEPORT ID)
2 - See (O)wn messages (OFF)
3 - See Who is entering or leaving room (OFF)
4 - See ID tags on speakers (OFF)
```

Change your (A)lias: (TELEPORT ID)

When your message appears on your partner's screen, you will be identified by a chosen name or alias. You may change this "alias" or "handle others see you as" by using this command. Should you not choose an alias, then the system will default to your Teleport ID.

See (O)wn messages (OFF)

If you want to see your own messages, set this option to "ON" by selecting it. If you don't wish to see your messages, set it to "OFF" by choosing it once again. This is a toggle switch.

See who is entering or leaving room (OFF)

If you want to see the aliases of people leaving and entering this room, turn this option ON. This is a toggle switch.

See ID tags on speakers (OFF)

If you set this option ON you will see the user ID's of those in the room with you; otherwise you will see them identified only by their alias. This is a toggle switch.

Announcements

To get to Announcements, choose "7" or "a" at the Main Menu. You will see the following menu on your screen:

```
Announcements Menu:

    1   -   Sovam Teleport Services
    2   -   Teleport in the CIS
    3   -   Network Tips
    4   -   Online Manual
```

We will continue to add new menu options to this section as need dictates. The announcements section is structured in the same way as the Information Resources section. Please see that section for detailed explanation on using the menu items.

Sovam Teleport services

Here you will find a listing of our current services and programs. Select this option when you want to learn more about Teleport's system.

Teleport in the CIS

This option contains the latest information on offices in the CIS, logging in, and other Teleport features and services concerned specifically with the CIS.

Network tips

Teleport is continually adding new features to the network. We keep you up-to-date on the latest features and commands in this section. Most of these "shortcuts" are not shown as menu options but will save you steps and time.

Online manual

This is your online source for information about the network. You will see a menu of options once you enter this section. You may enter words to search or choose from the menu options.
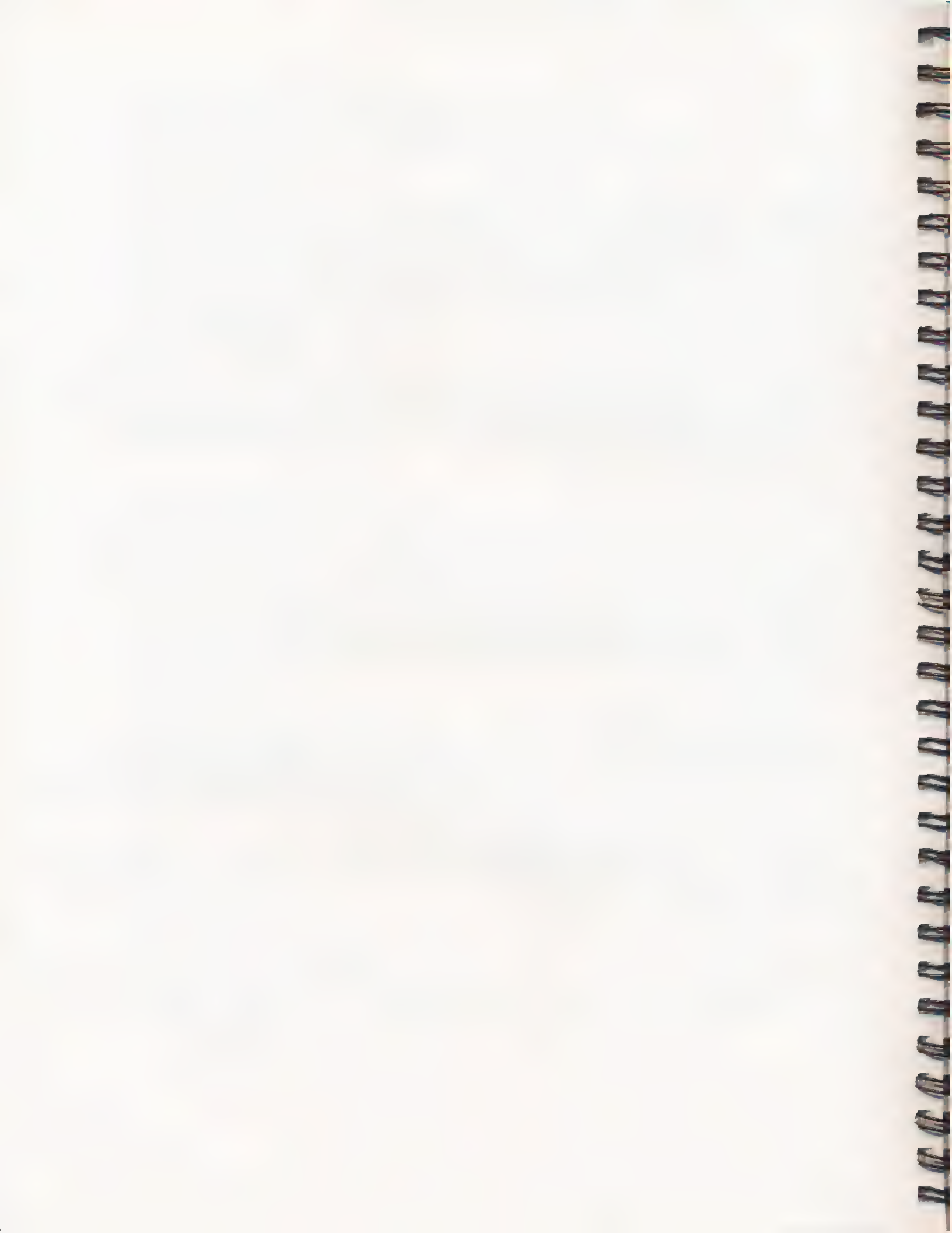
```
Enter your selection (0-7): 3
Enter the city name: Troitzk
```

If you choose to read the information, the system will search, then give a list of subscribers based in the Troitzk area.

```
City = Troitzk

1 - Troitzk Davon David
2 - Troitzk Rutkin Piotr
3 - Troitzk Radio

Enter your selection, return for more, or text to search for: 2
```

You may now choose to look at one record in more detail. Type the number of that record, and you will see all the information the subscriber has made available:

```
Matched information
ID: buildit
Name: Piotr Rutkin
Title: Director
Company: Constructs International
```

You may type "n" to go to the next record on the previous list (#3), hit a <Return> to go back to that list, or type "0" <Return> to go back to the first User Database menu.

```
(N)ext, <Return> to continue:
```

If there are no records matching "Troitzk" the system will read:

```
I'm sorry but Troitzk was not found
Press <Return> to continue...
```

The system works the same way when you search by last name, company name, city, state, republic, and Teleport ID. You may enter all or part of an ID, last name, city or company name at any time and find all matching records.

```
Enter the company name: Tro

Company = Tro

1 - Trouble-free Translating
2 - Troitzk Radio
3 - Troitzk Biology Lab

Enter your selection, return for more, or text to search for:
```

Remember that there are more than a few ways to transliterate Russian names; be sure to try a few different spellings.

Downloading a partial list of customers

If you choose to download the list of Troitzk subscribers, type "d" for download at the prompt:

```
Do you wish to (d)ownload or (r)ead the information online (r)?
d
Enter the protocol for transfer (A)scii, (X)modem, (Y)modem,
(Z)modem, or (K)ermit: a
```

You will probably want to choose ASCII transfer, as the Subscriber Directory is a plain text file. Once you enter the protocol, instruct your computer software to receive a file in ASCII. You may also use a binary transfer protocol, follow the instructions in the section on uploading and downloading for more details.

Downloading the full list of customers

To download the list of Teleport customers to your computer for future reference, choose "7" at the first menu. Be aware that this list changes constantly, with new Teleport clients coming online constantly. ASCII is fine for downloading the entire Teleport database of customers.

```
Sovam Teleport User Database

1 - Look up by last name
2 - Look up by company name
3 - Look up by city
4 - Look up by state or republic
5 - Look up by TELEPORT ID
6 - Search by keyword

7 - Download all Subscribers
0 - Return to previous menu

Enter your selection (0-7): 7
list alphabetically by (i)d, c(o)mpany, (c)ity:
```

Choose to sort the information one of the three ways above. The company name, city, state and Teleport ID will all be presented in this list.

Updating your own entry

When you become a Teleport Subscriber, you can make your address and telephone number available to other subscribers. You may wish to change the information you originally provided to Sovam Teleport. To do this, go to "Settings" at the main menu. See the Settings section in this manual for details.
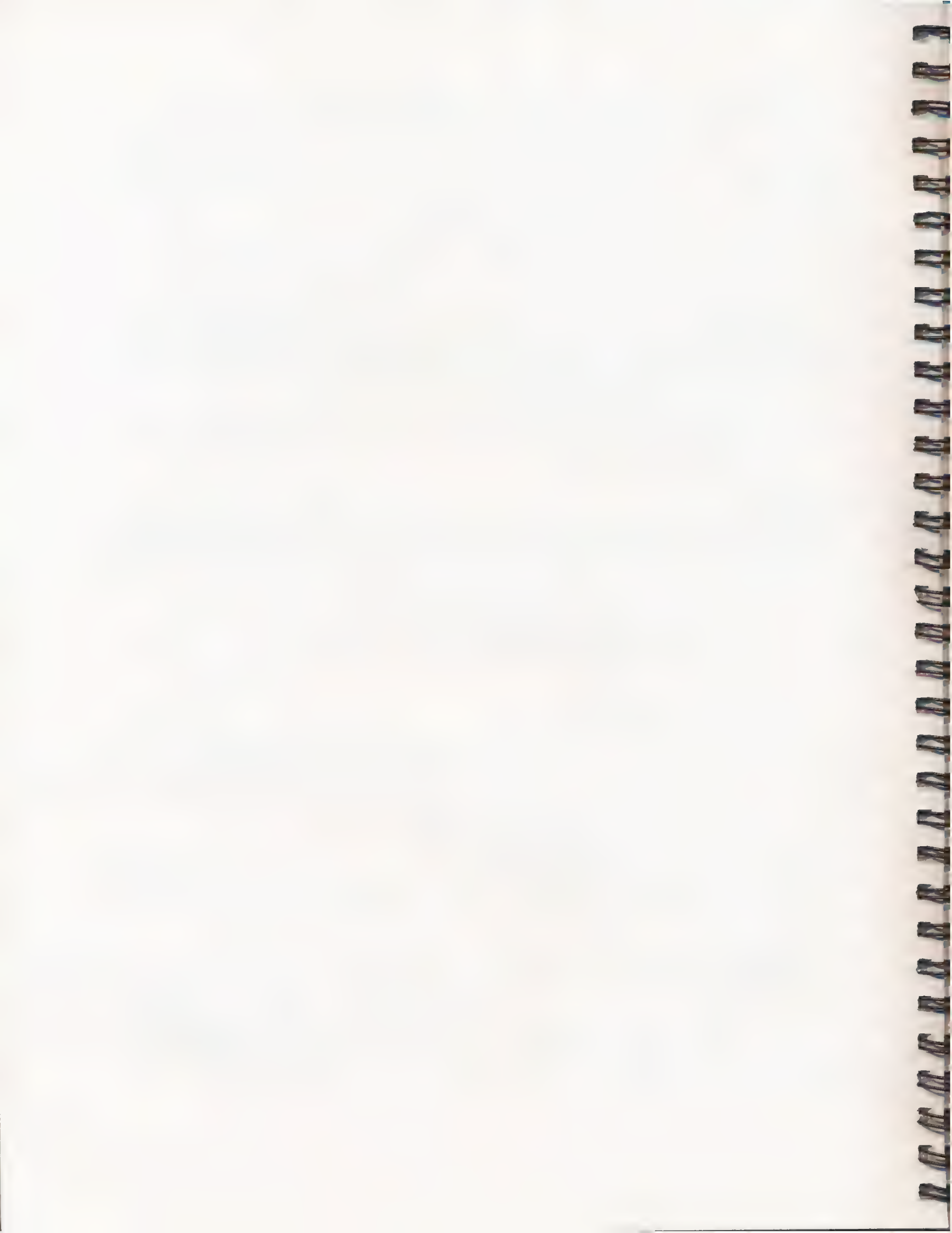
Settings

To enter the Settings section, type "8" or "s" at the Main Menu. The settings menu allows you to configure certain system settings to suit your preferences.:

```
1 -    (T)erminal Type
2 -    (D)elete Key
3 -    (P)assword
4 -    (M)aintain your visit list
5 -    (U)pdate information about yourself
6 -    (C)heck online usage this month

0 -    Return to previous menu

Enter your selection (0-5):
```

(T)erminal type

This allows you to select your terminal type, a standard used to define the way characters appear on the screen. After you select this option, enter the terminal type you wish to use:

```
Enter your selection (0-5): 1
Your current terminal is vt100
Do you wish to change this? y
Enter the new terminal type: vt 102
```
or
```
Do you wish to change this? n
```

(D)elete key

You may choose the key you wish to use to erase characters (usually the "delete" or "backspace" key). After selecting this option, press your delete key of choice then hit <Return>.

(P)assword

It is a good idea to change your password periodically in order to ensure that unauthorized users cannot get access to your account. After you've chosen "3" or "p" you will be asked to enter your current password before creating a new password

```
Setting password for subscriber: sovamtest
Old password:
Last successful password change for <sovamtest>:
Tue Oct 22 14:17:18 1991
Last unsuccessful password change for <Sovamtest>:
Thu Sep 26 16:05:38 1991
```

You will be given the opportunity to choose a password of your own creation, or to have the Sovam Teleport computer generate a random password for you. After you have chosen or had a password chosen for you, you must enter the new password twice. Your password will not appear on the screen.

```
New password:
Re-enter password:
```

(M)aintain your visit list

When you wish to keep up-to-date on the entries of a particular conference or conferences (private or public), you create a regular "visit" list. Your unique visit list will allow you to execute quick commands regarding the status of new entries in your listed conferences. You may go from one conference to the next to read new entries with a single command. To change your visit list, or add conferences to it, type "5" at the (W)rite... submenu of the main Conference menu or "4" in the Settings menu.

```
Maintenance of your 'visit' list

1 - (L)ist the Conferences currently on your 'visit' list
2 - (A)dd a Conference to the list
3 - (D)elete a Conference from the list

0 - (B)ack to Settings menu

Enter Your Choice (0-3):
```

The conference you choose to add will be added to the end of your visit list, i.e. it will be last. To delete a conference from your list (choice 3), enter the number corresponding to the conference you wish to delete.

(U)pdate information about yourself

Choose this option when you wish to change information about yourself or your organization in the online User directory. You will see a screen with spaces for your name, address, organization name, etc. filled with the current information. To change this, simply type over the new information. Use only the <Return> key to advance. Do NOT use arrow keys.

(C)heck online usage this month

Use this option to get a list of current usage this month up to your last session.

Sending Cyrillic files

This section gives you a brief overview of what you need to send files with Cyrillic characters. The first part explains software needs, the second part gives you some tips for sending the files.

Software

You have three choices of software for sending Cyrillic files. First, you can buy a word processor that writes in cyrillic and other characters. Second, if you have a computer, but no word processing software, you can buy a software package that includes a word processing program and a Cyrillic font. Third, if you have a computer and a word processing program, then you can buy an add-on utility. An add-on utility links with your current word processing program and provides you with a Cyrillic font which you can use, for example, with WordPerfect. You need to make sure the software that you choose is compatible with your computer. The questions to ask yourself before purchasing the software are:

- Is the software compatible with my IBM PC/Mac?
- Do I have enough memory to support the software?
- Does my printer support this Cyrillic font?
- Can my monitor (screen) display this software's Cyrillic font?
- Can my partner also read this software?

Sending Files

If the answer to all of these questions is "yes," then you are ready to send files. **It is important to make sure that you and your partner are using the same program with the same kind of computer.** If not, then the files may not transfer. Some fonts will transfer through e-mail from a Mac to an IBM compatible PC using the same word processing program, but most will not. Many businesses or institutions working together buy the equipment and software they need together in the USA. This saves the trouble of incompatibility.

Check also to see that you and your partner's keyboards are the same. There are more than two possible set-ups, the most common being the Soviet Standard style, and the USA QWERTY monophonic keyboard. It doesn't matter which way your keyboard is set up, as long as both you and your partner's are set up the same way.

Once you have established that you and your partner share the same keyboard style and computer type (you can send them a quick e-mail message in English to make sure), then you can send the file just as you would send an ordinary binary file. See the Mail section for details.

Shareware communications software

Procomm 2.42 for IBM-compatible computers

Installing Procomm

From the "C>" prompt, put the Procomm disk in the "A:" drive and type the following:

```
CD\ <Return>
MD PROCOMM <Return>
CD PROCOMM<Return>
COPY A:*.*<Return>
```

You have now finished installing Procomm in the Procomm directory on your hard disk.

Setting your parameters

Your parameters are the technical settings that allow your computer and our system to communicate effectively. To set your parameters on Procomm:

1. Type P while simultaneously holding down the <ALT> key.

2. Your screen will be filled with possible settings. The top line of the screen "Current Settings" should match the settings outlined below and in the "Getting Started" section:

Data Bits	**8**
Stop Bits	**1**
Parity	**NONE**
Xon/Xoff	**On**
Duplex	**Full**
Terminal Type	**VT100** or **VT102**

If the current settings do not match the ones that work with TELEPORT system, choose the right options by typing the option number, hitting <RETURN> and filling in the correct parameters. You can also choose the options by typing in the option number, then pressing the <Space> key. For your baud rate, choose the maximum baud rate that both your modem and local access number can support.

When you are finished choosing your line parameters, choose the number for "Save changes," then hit the <ESC> key.

To check your Terminal Type, Flow control (Xon/Xoff) and Duplex, type "S" (for Settings) while simultaneously holding down the <ALT> key. Choose "Terminal Settings" from this menu, and set the Flow control (Xon/Xoff), Duplex, Terminal Type settings from this menu.

Running Procomm

After you install Procomm to your hard drive the first time, you can run the program using the following instructions. At the C:\prompt, type:

```
CD PROCOMM <Return>
PROCOMM <Return>
```

If you have not installed the program on your hard drive, but will be using it from a floppy disk instead, use the following instructions:

Put the disk in the A drive. Type:

```
A:<Return>
PROCOMM <Return>
```

PROCOMM will be displayed in large letters as "Initializing" flashes at the bottom of the screen. Then the screen will clear and leave you at the "Terminal" screen. The bottom of the screen will display a line of settings beginning with ALT-F10 HELP at the bottom left.

Logging in

Type "atdt" and the local phone number for your area and hit <Return>. Then follow the instructions as outlined in the "Getting Started" section of this manual.

Creating a capture file

Store the information that scrolls by your screen in Mail, or another section of the system to read after you have logged off the system. This file can be imported into your word processor for editing, viewing, or printing. To open a capture file, hold down the <ALT> key and press the "F1" key. Procomm will prompt you for a file name. Unless you specify otherwise, the file will be stored in the Procomm directory. To close the capture file, hold down the <ALT> key and press "F1" for a second time.

Receiving or sending files: uploading or downloading

When you are ready to download or upload a file to or from Sovam Teleport's network, instruct Procomm to begin the upload or download using the <PgUp> key to initiate an upload, or the <PgDn> key to initiate a download.

After you select , the Sovam Teleport will ask you to select a protocol or method for transferring the text. Choose the protocol you wish to use. Procomm will then ask you for a file name to send or receive. If you want to upload a file from or download a file to the C:\PROCOMM directory, simply type in the file name. However, if you are *uploading* a file that is not stored in the "C:" directory, you must tell Procomm where the file is located. For example: C:\WP\DOCS\FILENAME

Sending a break or interrupt signal

To abort an upload or download, send the system a "break" or "interrupt" signal. Simultaneously hold down the <ALT> key and press "F7".

Reviewing text that has scrolled by

To review text that has already scrolled by and is no longer visible on your screen, hold down the <ALT> key and press "F6". Use the up/down arrow keys and the <PgUp> and <PgDn> keys to view different portions of the text. Use the <ESC> key to exit this mode.

Procomm Commands

- Alt-F10   Help
- Alt-D   Dialing Directory
- Alt-X   Exit
- Alt-H   Hang up phone
- PgUp   Upload a file from your computer
- PgDn   Download a file to your computer
- Alt-F1   Create capture file/Close capture file
- Alt-Z   Change screen colors
- Alt-G   Capture current screen to a disk file
- Alt-F   Save a directory of your files to a disk
- Alt-V   View a text file on your disk
- Alt-S   Setup Screen
- Alt-F7   Send a "break" or "interrupt"

Using Red Ryder 9.4 on the MAC

Installing and running Red Ryder

Insert the Red Ryder disk into your computer, click and drag the software icon to your hard drive if you have one. Double click on the Red Ryder icon to open the program.

Setting Your Parameters

Your parameters are the technical settings that allow your computer and our system to communicate effectively. To set your parameters, open Red Ryder. In the center of your screen at the top, you will find a box which says "Serial Port Setting." Open this box by clicking on it. All of your parameter options appear. Choose the maximum baud rate that both your modem and local access number can support. Choose the following options for your parameters:

Data Bits	**8**
Stop Bits	**1**
Parity	**NONE**
Xon/Xoff	**On**
Duplex	**Full**
Terminal Type	**VT100** or **VT102**

After you have input the parameters, click on the box "OK" and your choices will be automatically saved.

Logging in

Type "atdt" and the local phone number for your area and hit <Return>. Then follow the instructions as outlined in the "Getting Started" section of this manual.

Creating capture files

Store the information that scrolls by on your screen in Mail, or another section to a capture file that you can read after you have logged off the system. This file can be imported into your word processor for editing, viewing, or printing. To open a capture file, pull down the "File" menu and choose the option "Capture Incoming Data to TEXT file..." To close the capture file, choose "End File Capture" from the same "File" menu.

Receiving or sending files: uploading or downloading

Follow the directions in this manual to tell Sovam Teleport that you want to begin uploading or downloading a file. Once you have done this, choose either "Receive File" or "Send File" from Red Ryder's "File" menu.

Sending a break or interrupt signal

To abort an upload or download, send the system a "break" or "interrupt" signal. Simultaneously hold down the <SHIFT and BACKSPACE> keys

Reviewing text

To review text that has already scrolled by and is no longer visible on your screen, simply move the mouse pointer to the slider bar on the right hand side of the screen and slide the box up or down.

Creating a procedure file

A procedure file allows you to automate the log in process. Be warned that if you rely on a procedure file, you may forget how to log in manually. To create a procedure file, pull down the "services" and menu and choose the option "Create Procedure." Now go through the process of logging in to the network as you normally would.

When you reach Sovam Teleport's Main Menu, pull down the "Services" menu again and choose "Turn off procedure." Choose "Compile Procedure" to save your work. You have now created an icon with a Mac and a telephone pole. Click on this icon to log in to Sovam Teleport.

Glossary

ASCII: A standard for Roman letters. ASCII is non-formatted text only and can be trent types of computers (between an IBM and a Macintosh computer, for example). Choose ASCII when you want to send or receive files comprised of plain text.

Binary file: Any file that contains formatting. Spreadsheets, databases, graphics and formatted word processed documents are all examples of binary files. Use a binary file transfer protocol (Kermit, Xmodem, Ymodem, or Zmodem) to upload and download binary files.

Download: To transfer a file to your computer while online. You may download articles, e-mail messages, conference entries, and more from Sovam Teleport's network to your computer.

E-mail address: An address used on and between e-mail networks. Sovam Teleport's subscribers may address messages to each other using only their Teleport and Sovamsu ID's, but in order to receive messages from other networks, the full e-mail address must be used. For US host users, the full e-mail address is id@sovusa.com; the full e-mail address for Sovamsu users is id@sovam.com

Gateway: An electronic link between networks or between a network and fax or telex machines. Sovam Teleport offers gateways to many electronic mail networks as well as to fax and telex machines worldwide.

Menu: A list of options from which you may choose.

Offline: To be disengaged from the Sovam Teleport system.

Online: To be logged in to the Sovam Teleport system.

Parameter: Software settings. Your communications software must be set to certain parameters in order for you to communicate effectively with Sovam Teleport's network.

Protocol: A format for sending and receiving files. There are five protocols available in Sovam Teleport:

    ASCII—Use for simple text

Xmodem	|
Ymodem	|
Zmodem	| Use for binary files
Kermit	|

Real-time: Simultaneity via computer. Real-time capabilities allow you to hold "live" electronic meetings with a person or group of people. You receive answers to your comments immediately.

Room: A theoretical "place" in Real-Time Chat where written conversations are held. These rooms can be locked, i.e. the conversations can be private, or they can be "open door" i.e. open to any subscriber who would like to join the conversation.

Serial port: A port in the back of your computer that allows you to connect your computer to other equipment. Use the serial port to connect an external modem to your computer (also use a modem cable).

Sovamsu: The name of Sovam Teleport's host computer located in Moscow. This computer maintains a store-and-forward connection with the US host computer.

Sovamsu ID: The identification and e-mail address for users of Sovam Teleport's sovamsu computer. It is 8 character or shorter and must be followed by "@sovam.com" or "@sovamsu" in order for mail from US host users to reach Sovamsu users

Teleport ID: The identification and e-mail address for users of Sovam Teleport's US host computer. The e-mail address is 8 characters or shorter.

Toggle switch: A switch that allows alternative turn on and turn off a function. The key(s) that turn on the function are the same one(s) that are used to turn it off..

Upload: To transfer a file that you have created "off line" from your computer to another. You may upload plain text documents as well as word processing, graphics r other documents created on your computer.